

EDITED TASK LISTING

CLASS: Correctional Plant Supervisor

NOTE: Each position within this classification may perform some or all of these tasks.

1.	On a daily basis, plan, organize, direct, and monitor the work of CDC's institutional staff engaged in the operation, installation, maintenance, alteration and repair of the physical plant (e.g., culinary equipment, telecommunications equipment, electrical systems (including electrified fence), plumbing systems, domestic water and waste water treatment facilities, security and detention systems, heating and air conditioning, ventilating and refrigeration systems and auxiliary equipment, including high pressure steam boilers, gas and oil furnaces, pumps, compressors, condensers, steam distribution systems, and fire protection systems) to ensure the institution is meeting Federal and/or State mandates of living conditions, fire life safety, and energy conservation by utilizing various resources (e.g., California Code of Regulations, Code of Federal Regulations, California Fire Code).
2.	As needed, inspects the maintenance, repairs, and alteration of buildings, structures, roads, roofs, grounds, walkways, equipment, and other related infrastructure to ensure they are being maintained in a satisfactory condition of living and working standards utilizing various resources (e.g., the Standard Automated Preventive Maintenance Program, California Code of Regulations, Departmental Operation Manual, California Fire Code).
3.	On a daily basis, monitors compliance of health and safety regulations, regulatory requirements, institutional security requirements (tool and key control), Standard Automated Preventive Maintenance Program, and hazardous materials programs to produce a safe and secure environment utilizing various resources (e.g., California Code of Regulations, Departmental Operation Manual, knowledge of the programs/facilities).
4.	As needed, oversees the maintenance of blueprints, equipment specifications, bid packages, operational maintenance manuals, and other records of the physical plant to ensure that information is accurate and updated utilizing various tools, equipment, aids, and staff resources.
5.	As needed, reviews and prepares various written documents (e.g., records of meetings, reports, cost estimates, justifications, analysis, emergency response procedures, plant operations procedures) in order to maintain, repair, and plan for the appropriate maintenance of the institution utilizing various resources (e.g., staff, preventive and corrective maintenance programs, environmental health survey, capital outlay process).
6.	Maintain order, instruct, and supervise the conduct of individuals committed to the Department of Corrections to maintain security of work areas and materials in the performance of daily activities and to prevent escapes or injury by inmates to themselves, others or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems), as dictated by departmental policy.

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7.	Searches inmates to identify and confiscate contraband (e.g., drugs, weapons, alcohol, money) by personal search of inmates and by visual inspection of premises and inmate's personal possessions (e.g., clothing, locker) within established policies and procedures.
8.	Conducts meetings or provide training to individuals/groups in the appropriate interpretation and application of policies and procedures to improve job skills, knowledge, and safety awareness utilizing various methods (e.g., classroom, on the job, and mentoring) as needed for successful job performance and upward mobility.
9.	Evaluate and provide feedback to employees to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board.
10.	Prepares employee performance reports (e.g., Individual Development Plan, Report of Performance for Probationary Employee) to provide required documentation that the employee is performing or not performing the objectives/standards of the class as required by the State Personnel Board.
11.	Initiates and/or participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance utilizing various resources (e.g., knowledge, policies, procedures) and in accordance with Department policy.
12.	As needed, participates in the review and development of the Five-Year Plan, Concept Papers, Capital Outlay Budget Change Proposals, and Section 6.0 Project Requests to obtain approval/secure funding for code compliance changes, mandated program changes, or facility maintenance and improvements utilizing various resources (e.g., policies, regulations, court mandates).
13.	As needed, tracks and facilitates construction and repair projects with all entities to minimize disruption to institutional programs and ensure compliance with applicable codes and design criteria utilizing various resources (e.g., California Code of Regulations, Departmental Design Criteria Guidelines, project drawings and specifications).
14.	On a daily basis, monitors budget related costs to ensure that Plant Operations provides the services necessary to maintain the physical plant and operate within budgetary authorized levels through the use of various resources (e.g., budget allotments, historical data, Schedule 9 Equipment Requests, preventive maintenance shop/warehouse stock, purchase orders, contracts, utility costs, and energy conservation measures).
15.	As needed, projects budget related costs (e.g., Schedule 9 Equipment Requests, preventive maintenance shop/warehouse stock, purchase orders, contracts, utility costs) to provide the services necessary to maintain the physical plant through the use of various resources (e.g., previous and current year budget allotments, invoices, contracts, historical data).

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16.	Facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant positions, as needed and/or directed by management in accordance with State Personnel Board Rules and Regulations.
17.	On an ongoing basis, carries out supervisory responsibilities with regard to Department-wide mandates concerning EEO, ADA, and other personnel practices as defined by regulatory agencies, Memoranda of Understanding, and established guidelines/policies in order to ensure a discrimination free work environment.
18.	As needed, consults with and makes recommendations to the Correctional Plant Manager and other administrative staff on operational functions (e.g., staff resources, project status, expenditures) to ensure the continued efficient operation of the physical plant utilizing personal experience, staff, knowledge, etc.
19.	Acts in the absence of the Correctional Plant Manager to ensure the continued efficient operation of the physical plant using various resources (e.g., personal experience, knowledge, and other staff).
20.	Assists in the coordination of plant operation support staff in response to emergencies or other forms of disruptions (e.g., inmate disturbances, natural disasters, utility disruptions, Emergency Operations Exercises, Disturbance Control) to ensure the safety and security of the institution, using various tools, equipment, aids and processes as needed.
21.	As needed, reviews, investigates, and responds to inmate appeals (CDC 602) to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc.
22.	Assists in the preparation of various fiscal and/or Plant Operations management related reports to local administration, headquarters, and control agencies to provide information using supportive data (e.g., expertise and researched data), as needed and/or upon request.